

BYLAWS OF THE TENNESSEE GAMMA CHAPTER
OF
THE TAU BETA PI ASSOCIATION

Bylaw I – General

Section 1. These Bylaws shall govern the proceedings of this Chapter in all matters not expressly provided for in the Constitution and Bylaws of the Tau Beta Pi Association, Inc.

Section 2. This chapter shall conform to such rules and regulations of Tennessee Technological University and of the College of Engineering as may apply to honor societies.

Section. 3. In the event of conflict between the Constitution and Bylaws of the Tau Beta Pi Association Inc., and the rules and regulations of Tennessee Tech and/or the College of Engineering, the rules of Tennessee Tech and/or the College of Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

Section 4. Abbreviated references herein to the Constitution and Bylaws of the Association and to the various Bylaws of this document shall be made in the form illustrated by the following examples:

- a. C-VI, 1 – National Constitution Article VI, Section 1.
- b. B-V, 5.02 – National Bylaw V, Section 5.02.
- c. TGB-1, 4 – Tennessee Gamma Chapter Bylaw 1, Section 4.

Bylaw II – Government and Officers

Section 1. The Chapter shall be composed of members chosen from among students and alumni on the basis of distinguished scholarship or professional attainment and exemplary character, as enunciated in C-VIII and in the Eligibility Code of the Association.

Section 2. The Chapter shall have full control of its individual affairs subject to the Constitution and Bylaws of the Association, which control shall be exercised by the active membership of the Chapter and its Advisory Board. An “active member” of this Chapter shall be as defined in C-VI, 1, and have the privilege of voting on new members and on the amounts of the initiation fee, dues, fines, and assessments.

Section 3. The officers of this Chapter shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, and Cataloger, who shall be active members of the Chapter; a Treasurer, who may be an active member of the Chapter or a member of the Faculty; four alumnus advisors elected from among the College of Engineering; and other officers as deemed necessary by the Advisory Board.

Section 4. The Advisory Board of the Chapter shall be composed of the President, Vice-President, Corresponding Secretary, and the four Alumnus Advisors. The Chairman of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 5. Alumnus members of the Advisory Board shall serve four-year terms, as specified in C-VI, 7. All other officers shall serve for one year or until their successors are duly elected and installed.

Section 6. The duties of the officers shall be those usually performed by persons holding such offices, those prescribed by the Constitution and Bylaws of the Association and those prescribed in these Bylaws or by Chapter action.

Section 7. The President shall be the Chapter's delegate to the Convention of the Association. The other officers shall be alternate delegates, in the order given in TGB-II, 3.

Section 8. The following extra duties shall be required of the officers:

- a. The President shall be an ex officio member of all committees.
- b. The President shall see that each officer and committee chairman is provided with a written list of specific duties for which each is responsible. A copy of each list shall be placed in the Recording Secretary's notebook and in the President's Book.
- c. The Recording Secretary shall see that each electee receives a notification of election and copies of The Constitution and Bylaws and Eligibility Code of the Tau Beta Pi Association, Information About Tau Beta Pi, these Bylaws, and such material as the Chapter may deem desirable. (See TGB-V, 9).
- d. The Corresponding Secretary shall serve as Secretary of the Advisory Board.
- e. The Corresponding Secretary shall notify each active member and advisor of the time, place, and purpose of each meeting. This shall be done at least one week in advance of regularly scheduled meetings.
- f. The President and Vice-President shall pay a courtesy call on the Dean of the College of Engineering early in the fall to discuss ways in which the Chapter may be of service to the College. The substance of such discussion shall be reported to the Chapter at the next meeting.
- g. The President and the Corresponding Secretary shall establish contact early in the year with the officers of the other Tennessee Chapters and those of District Six in the interest of cooperation between the Chapters and the discussion of mutual problems.

Bylaws III – Meetings

Section 1. The following regular meetings shall be scheduled and held once each year: Organization, Election of Officers, and Installation of Officers.

Section 2. The following regular meetings shall be scheduled and held once in the fall and once in spring semesters: Preliminary Consideration of Candidates, Election of Candidates, Initiation of Electees, and one general meeting of social, literary, or technical nature.

Section 3. Special meetings may be called at any time by the President, any alumnus member of the Advisory Board, or upon written request to the President signed by 20% of the active members of the Chapter.

Section 4. Robert's Rules of Order shall be the parliamentary guide of the Chapter in all matters not covered in the Constitution and Bylaws of the Association nor in these Bylaws.

Section 5. The first meeting of each semester shall be held within two weeks of the start of the semester.

Section 6. The officers shall present a complete calendar of the regular meetings of the Chapter for the semester to the active members for their approval no later than the second meeting of the semester.

Section 7. Business meetings, other than the Election Meeting, shall last no longer than two hours, unless extended by an affirmative vote of three-fourths of the active members present.

Section 8. Attendance of active members shall be required at all regular, scheduled meetings of the Chapter. Failure to attend two consecutive meetings shall result in the placement of the member into the inactive status, at the discretion of the Chapter officers. Reinstatement into active status is contingent on the receipt of a written request to remain active.

Section 9. The President shall call a meeting of the Advisory Board at the beginning of each semester to discuss Chapter activities for the semester. The minutes of each Advisory Board meeting shall be read at the following regular meeting of the Chapter. Additional meetings of the Board may be called by any of its members or upon written request to the Chairman of the Board signed by 20% of the active members of the Chapter.

Section 10. A quorum for the consideration of routine business shall be a majority of the active membership of the Chapter; for the election of new members, for changing the initiation fee or Chapter dues, for passing an assessment on the members, for amending the chapter Bylaws, and for approval or disapproval of a proposed amendment to the

Constitution of the Association, a quorum shall be two-thirds of the active members of the Board.

Bylaw IV – Committees

Section 1. Subject to the provisions of B-V, 5.02, the President shall appoint the chairman and members of the following committees: Membership, Initiation, Program, Social Activities, and such other committees as the Chapter shall desire and establish. Appointments shall be made at the next Chapter meeting following each initiation of new members.

Section 2. The President shall provide each committee chairman with a list of his specific duties and responsibilities.

Bylaw V – Election of New Members

Section 1. Elections of new members shall be held in the fall and spring semesters as soon as possible after grades for the previous term become available and student eligibility has been determined.

Section 2. Scholastically eligible day students in the following undergraduate or graduate curricula shall be considered for membership in the Chapter: Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, General Engineering, and Mechanical Engineering.

Section 3. Scholastic eligibility is defined as in C-VIII, 2 for undergraduate students. Junior or senior standing shall be determined by the Tennessee Tech University Office of Records. However, a student must have completed at least 30 hours of coursework at Tennessee Tech University to be considered eligible for membership in the Association.

Section 4. The cases of students whose scholastic eligibility is in doubt because of irregularities in standing or curriculum shall be determined by the Advisory Board of the Chapter.

Section 5. The Chapter may elect only those juniors who are in the upper 12.5% of their class and only those seniors who are in the upper 20% of their class.

Section 6. The Membership Committee shall periodically consult with the chairmen of the various engineering departments to determine the names of graduate students, alumni, faculty members, and others who may be eligible for membership under the provisions of C-VIII, 3-6.

Section 7. Once a listing of students eligible for consideration is obtained by the membership committee, students meeting scholastic requirements shall be sent a letter informing them of their possible eligibility and inviting them to a meeting at which the President will explain the requirements, objectives, and activities of the Association along with financial requirements. Those who express interest shall be invited to a smoker to meet chapter members and asked to fill out a brief questionnaire on themselves. The election shall be held within a week of the smoker. Initiates shall be elected from those scholastically eligible, who have expressed interest in becoming members and are of good character.

Section 8. Election shall require an affirmative vote from a three-fourths majority of the quorum. (See TGB-III, 10).

Section 9. Candidates for membership shall be voted on in block fashion. Any name can be removed from the block and voted on separately upon request of any active chapter member.

Section 10. The President shall direct The Membership Committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters shall be signed by the President, addressed to the electees, and mailed or delivered personally.

Section 11. All members shall keep the election results in absolute confidence so that no candidate shall learn of his election except by the details of the vote, especially concerning the personal matters discussed at the time of voting.

Section 12. Following election and notification electees must accept or refuse the election in writing.

Section 13. Initiates shall take a short, take home, open book quiz on the history and constitution of Tau Beta Pi.

Section 14. Each initiate shall work on an electee project before initiation.

Bylaw VI – Election and Installation of Officers

Section 1. The President, Vice-President, Recording Secretary, Treasurer, Cataloger, and an alumnus member shall be elected in the spring semester.

Section 2. Nominations for officers shall be made from the floor at the Election of Officers Meeting.

Section 3. The election of officers shall be by secret ballot. Two-thirds of the active membership shall constitute a quorum for the Election of Officers Meeting, and a

majority of this quorum shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be taken between the two leading candidates.

Section 4. If any office becomes vacant between regular elections, a special election shall be held at the next meeting to fill the vacancy. The officer elected shall serve until the next regular election.

Section 5. The Chapter Officer Installation Procedure give in the President's Book shall be employed to install the new officers.

Bylaw VII – Finances

Section 1. The expenses of the Chapter shall be paid from the initiation fee and from such dues and pro rata assessments as may be voted by the Chapter. A majority of the active membership shall be required to change any fees or dues. The Corresponding Secretary shall inform the Secretary-Treasurer of the Association concerning changes in amounts of the initiation fee, dues or assessments.

Section 2. The initiation fee shall be equal to \$30 greater than total of the national initiation fee, convention assessment, and other regular chapter fees charged to TN G by the Association. The initiation fee shall be paid in advance of the initiation.

Section 3. Shortly after the Election of Officers Meeting a committee composed of the Presidents, the President-elect, Treasurer, Treasurer-elect shall prepare an operating budget for the next year. This budget shall be submitted to the Chapter for approval by a majority vote at the first regular meeting in the fall semester. The budget shall include a recommended amount for the initiation fee to be charged during the year. Any additional expenses not provided for by the adopted budget must be approved by the Chapter, except that the Treasurer shall be authorized to advance to the convention delegate a sum sufficient to cover expenses he expects to incur in attending the annual Convention of the Association.

Section 4. The Chapter shall use the official bookkeeping system of the Association.

Section 5. A sum of no more than \$20.00 may be kept in petty cash.

Section 6. Expenditures in excess of \$5.00 shall be paid by check, signed by the Treasurer or by the President. Expenditures \$5.00 or less may be paid from petty cash by the Treasurer.

Section 7. The Chapter's fiscal year shall be May 1 to April 30.

Section 8. Immediately following the end of the Chapter's fiscal year, at least one alumnus member of the Advisory Board shall audit the books. Following the audit, the

Treasurer, with the aid of the Treasurer-elect, shall file the required information return with the District Direction of Internal Revenue.

Bylaw VIII – Discipline

Section 1. It is the intent of this disciplinary Bylaw to impress the membership with the seriousness of purpose of this Chapter and of the Tau Beta Pi Association, and to enable the officers and dedicated members of this Chapter to accomplish its necessary business in a manner not inconvenienced or encumbered by a possible lack of interest upon the part of a few members.

Section 2. Discipline shall be in accordance with C-IX, 4 & 5.

Section 3. A uniform system of fines for habitual absence or tardiness shall be established each year when it is desired by the Chapter. A majority vote of the active membership shall be required to establish this system of fines for a period of one year. (See TGB-II, 2 and TGB-III, 10).

Bylaw IX – Records and Equipment

Section 1. All permanent records of the Chapter shall be kept accurate and up-to-date.

Section 2. The initiation equipment shall be maintained in good order and in a secure manner by the President, and the Ritual and its related materials shall be kept up-to-date and under lock and key, when not in use.

Section 3. All records and an inventory of all physical equipment owned by the Chapter shall be turned over to the new officers at the Installation of Officers Meeting.

Section 4. The Chapter of this Chapter shall be framed under glass and prominently displayed at a location determined by the Dean of Engineering.

Section 5. All records of this Chapter shall be open for inspection to any member of the Association, and to any official of the University who has received approval from the Advisory Board, except that the Ritual may not be inspected by non-members of the Association.

Bylaw X – Suspension of the Bylaws

Section 1. These Bylaws may be suspended only by a three-fourths affirmative vote of the active membership of the Chapter and by a four-sevenths affirmative vote of the Advisory Board, as provided in C-VI, 5.

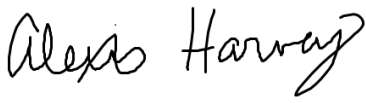
Bylaw XI – Amendments

Section 1. These Bylaws may be amended by a three-fourths affirmative vote of the active membership of the Chapter, subject to the approval of the Advisory Board, as provide in C-VI, 7(b). (See TGB-III, 10).

Section 2. The Corresponding Secretary shall send a copy of the Bylaws, as amended, to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.

Bylaw XII – Enactment

Section 1. These Bylaws were adopted by vote of this Chapter and its Advisory Board and became effective on February 3, 1968. The Bylaws were last amended on September 29, 2021 .


Signed
(President)


Signed
(Advisory Board Chair)